



PLANNING & DEVELOPMENT SERVICES DEPARTMENT
10 North Bemiston Avenue, Clayton, Missouri 63105
(314) 290-8463 • FAX (314) 863-0296



APPLICATION FOR
COMMERCIAL OCCUPANCY PERMIT

Permit# CO_____

PERMIT and INSPECTION FEE \$120.00
TEMPORARY OCCUPANCY PERMITS \$240.00 (Includes Temporary and Final Inspections)

IF OCCUPIED PRIOR TO INSPECTION APPROVAL - \$210.00

Section 112.3 of the Property Maintenance Code, as amended, adopted by the City of Clayton requires the issuance of an occupancy permit prior to the occupancy of any non-residential building and provides penalties for non-compliance. - Section 105.3.3 of the International Fire Code, as amended, adopted by the City of Clayton requires that a building, structure or portion thereof, shall not be used or occupied in whole or in part until all fire protection devices and equipment protecting the building, structure or portion to be occupied, have been approved by the code official.

Applicants Name _____

Applicants Phone (____)_____ E-Mail _____@_____

Name of Proposed Business _____

Nature of Proposed Business _____

Date of proposed occupancy _____
(Required)

IT IS THE RESPONSIBILITY OF THE APPLICANT TO CONTACT THE BUILDING INSPECTOR AND FIRE DEPARTMENT TO ARRANGE AN APPOINTMENT FOR THE NECESSARY INSPECTIONS
BUILDING INSPECTOR 314-290-8454 / ASSISTANT FIRE CHIEF 314-290-8485

Location of Proposed Business:

NO. _____ Street _____ Suite/Unit _____ Floor/Level _____

Description of Space _____

Total Square Footage _____ # of Bathrooms _____

Describe Additional Space That This Occupancy Includes (basement, storage areas, etc.) _____

Does This Space Contain: **Sprinkler System** () Yes () No **Fire Alarm System** () Yes () No

Has Owner Approval For This Occupancy Been Obtained? () Yes () No

Building/Property Owner Name _____

Building/Property Owner Phone _____

- For any alterations, tenant finish work, installing or removing walls or partitions, additions or changes in plumbing, electrical, or mechanical facilities, additional permits and plans may be required.
- Any occupancy involving the preparation or dispensing of food must be approved by the St. Louis County Health Department. Plans must be submitted to the St. Louis County Health Department in conjunction with this application.
- For information concerning Business Licenses please contact the City of Clayton Finance office at 314-290-8442.

I HEREBY CERTIFY THE ABOVE INFORMATION IS CORRECT

Applicants Signature _____ Date _____

Please Print Name _____

FOR OFFICE USE ONLY			
PAYMENT: Amount Paid: _____	Cash / Check # _____ / Charge	10R00002600000 \$ _____	10R00002630000 \$ _____
Copy forwarded to Fire Department	() Yes () No BY _____	DATE _____	
Copy forwarded to Planning Department	() Yes () No BY _____	DATE _____	
Zoning Review Approved	() Yes () No BY _____	DATE _____	
Fire Department Approved	() Yes () No BY _____	DATE _____	
Building Division Approval – Issue Permit	() Yes () No BY _____	DATE _____	
Temporary Occupancy Approved	() Yes () No BY _____	DATE _____	